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## INDIVIDUAL CAREER DEVELOPMENT PLANS

An Individual Career Development Plan is a written statement prepared by the individual in which he expresses his career interests and plans for training, rotation, reassignment or retention in his present assignment. Such a statement should also include *his* ~~the individual's own~~ recommendations for putting his Plan into effect. Supervisors and other officials responsible for the career planning of the individual concerned review the Plan and recommend approval, modification, or alterations to the proposals and also may recommend or stipulate conditions which should govern the various actions to be taken to put the Plan or phases of the Plan into effect.

The formulation of an Individual Career Development Plan stimulates the individual to think in terms of his immediate and long-range career plans and gives him the opportunity to receive counsel and guidance by Agency officials in reference to the possibility, feasibility, and means of implementing his plans and career program. After a Plan has been approved by the appropriate officials, it becomes a part of the individual's Official Personnel Folder, and thus proposed plans of action for the personal progress of the individual, which have been approved as being in accordance with Agency requirements and

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policies, are a matter of official record. Records of proposed future plans for employees will assist the Agency in meeting present and anticipated requirements for qualified personnel and at the same time further the progress of individual employees in work areas in which they are interested.

Individual Career Development Plans are generally made for a period of three to five years and are subject to change by the individual concerned or Agency officials in light of existing conditions and circumstances. Individual Career Development Plans are not made for the sake of making a Plan but are devices for assisting individuals in their personal progress in the Agency, if they wish assistance, and are used as a guide to Agency officials in effecting future personnel actions for employees which are in accordance with the interest of the individual whenever it is possible.

It is recognized that the individual is primarily responsible for his or her own professional development. No program can obviate the necessity for individual initiative and resourcefulness. Since individual differences and personal circumstances are basic factors in determining the future plans of individuals, Individual Career Development Plans cannot necessarily conform to any set standards. Some individuals have not determined their major career interest and thus do not wish to make long-range plans until a future date. Such individuals may or may not be able to be very specific in terms of short-range plans. Other employees may have definite ideas in connection with their ultimate objectives but need assistance in making

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immediate plans to lead to these objectives.

Attached is a suggested outline which may be followed or modified as appropriate in the preparation of Individual Career Development Plans. This outline has been prepared as a general guide which suggests the type of information which reviewing officials and personnel management officials need to know in order to assist the individual in planning and implementing his career in the Agency. It is necessary that Individual Career Development Plans should be prepared in triplicate. The recommendations and endorsements of all reviewing officials will be made on the original and two copies of the Plans. The original will be filed in the individual's Official Personnel Folder, one copy filed in the records of the appropriate Career Service, and the other copy returned through command channels to the individual for his file. It is also necessary that a one-page biographic brief be prepared by the individual and submitted with the Individual Career Development Plan, in order that reviewing officials may consider the individual's previous experience, education, and other qualifications when making recommendations on the Plan. Various phases of the Plan.

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